

CITY OF BEAVERTON Police Sergeant

General Summary

Supervise law enforcement officers and/or administrative staff in the performance of their work. Perform law enforcement and crime prevention work.

Key Distinguishing Duties

Overall responsibility for supervising staff of the section.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise operations in a section or unit in the police department. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Hold daily briefings. Set performance standards. Serve as a member of the division leadership team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Uphold the department's community based policing philosophy. Schedule, assign and review work. Effectively make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to collective bargaining agreement and City policy.
3. Participate in the investigation of complaints against police department personnel. Initiate discipline and testify at hearings as necessary.
4. Participate in police patrol duties including monitoring and responding to requests for assistance, responding to police scenes or sensitive incidents and assuming command or assisting the officer in charge.
5. Advise personnel on new laws and ensure compliance with rules, regulations, policies and procedures.
6. Review police reports and other official records to assure accuracy and adequacy. Assure that cases are properly prepared and presented in court.
7. Maintain communication with other teams. Attend various meetings.

8. Research and submit information for the budget process. Monitor and document expenditures to ensure compliance with approved budget and procedures. Provide explanation for variances.
9. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the Police Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. COPPS SERGEANT: Serve as the Community Oriented Policing Division supervisor. Oversee the department's school resource officer program and community policing program.
2. TRI-MET SERGEANT: Serve as a supervisor for the multi-agency Tri-Met Police detail. Supervise day-to-day field operations.
3. CRIMINAL INVESTIGATION DIVISION SERGEANT: Serve as the supervisor of the Criminal Investigation Unit. Supervise detectives; assign and manage the investigation workload.
4. TRAFFIC UNIT SERGEANT: Serve as the supervisor for the department's Traffic Safety Unit. Responsible for coordinating traffic enforcement details, and other traffic related issues.

5. PUBLIC INFORMATION OFFICER ASSIGNMENT: Serve as spokesperson for the Police Department. Responsible for the release of accurate information in the best interest of the department or community at large. Market the police department and educate the public through the development and coordination of a variety of media. Perform a variety of related special projects.
6. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
7. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of applicable federal, state and local laws and ordinances and bar press guidelines.
- ◆ Advanced knowledge of practices and principles of criminal justice and crime prevention.
- ◆ Advanced knowledge of the laws and regulations governing criminal justice.
- ◆ Advanced knowledge of community policing philosophies.
- ◆ Advanced knowledge of safety regulations, procedures and practices in law enforcement.
- ◆ Advanced knowledge of practices and principles of public/business administration and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to community policing and criminal justice programs.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Advanced ability to control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- ◆ Advanced ability to perform departmentally authorized use of force techniques to affect the physical arrest of criminal suspects.
- ◆ Advanced ability to operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a section.
- ◆ Advanced ability to productively manage and/or lead a team in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including participation in the hiring process, training, coaching, disciplinary action, performance management.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.

- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding criminal justice and crime prevention.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use keyboard, word-processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Requires 90 college credit hours and/or work skills and life experience that are relevant to a law enforcement career and 5 years experience as a police officer including 3 years at the City of Beaverton, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and/or motorcycle endorsement and the ability to meet the City's driving standards.
- ◆ Department of Public Safety Standards and Training (DPSST): Intermediate level certification required. Advanced level certification within 3 years of appointment. Supervisory level certification required within 5 years of appointment.

Working Conditions

Work in a 24 hour environment with varied shifts including weekends and holidays; daily standing for 30 minutes at a time; daily sitting in a police vehicle for prolonged periods; daily focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; daily wearing of protective gear or clothing; frequent working outdoors in inclement weather and in traffic work zones; daily operation of a motor vehicle on public roads; daily lifting, moving or carrying of objects between 20 and 50 pounds; occasional lifting, moving or carrying of objects between 50 and 100 pounds; frequent running, jumping, crouching, crawling, bending, kneeling, climbing or balancing; occasional handling of hazardous chemicals or materials; occasional exposure to equipment with cutting or crushing potential; frequent exposure to disease, injury, and high noise levels; occasional evening/weekend meetings or activities.

Classification History

As of 10/97: Police Sergeant
 Revised: 1/98
 New class specification title 1/98: Police Sergeant
 Revised: 1/00 to reflect BPA
 Revised: 2/05
 Revised: 1/1/09

Status: Beaverton Police Association

FLSA: Non Exempt

Department Head Signature

Human Resources Signature

Date

Date